

SUBMITTAL TRANSMITTAL INSTRUCTIONS

1. Enter the specification number in the appropriate box, top right corner. Only one specification number per submittal.
2. Enter submittal number and paragraph(s) in the appropriate box, one submittal number per form.
3. Keep all submittal numbers in sequence.
4. If this is a resubmittal, so state in the appropriate block with its previous submittal number.
5. Do not use the resubmittal's previous submittal number. Instead, use the next number in the submittal sequence.
- 6.

Code	Description
AS	As- Builts
CA	Calculations
CC	Certificate of Compliance
ES	Extra Stock
FT	Field Test
MD	Manufacturer's Data
NR	Name/Factory Authorized Representative
NT	Notification
OM	Operations and Maintenance Manuals
PP	Work Plan/Procedure
PC	Pre-Construction
QA	Quality Assurance
RD	Record
SA	Sample
SD	Shop Drawing
SI	Installed Sample/Mockup
SV	Survey
TD	Test Data
WA	Warranty

"Approved" means that the submittal has been approved as submitted and may be incorporated into the work.

"Disapproved" means that the submittal has not been approved as submitted and must be resubmitted into the work.

"Approved as Noted" means that the submittal is approved as subject to compliance with specific remarks on the transmittal form or on the submittal itself.

FINAL INTERIOR INSPECTION CHECKLIST

DATE _____

ROOM NUMBER ROOM NAME

DOORS Acceptable Clean-Up Refinish
 Remarks _____

FRAMES Acceptable Clean-Up Repaint Caulk
 Remarks _____

HARDWARE Acceptable Clean-Up Adjust Adjust Closer
 Remarks _____

FLOOR Acceptable Clean-Up Remove Mastic Replace Tile
 Remarks _____

BASE Acceptable Clean-Up Loose, Re-glue Replace
 Remarks _____

WALLS Acceptable Clean-Up Repaint Touch-up
 Remarks _____

CEILING Acceptable Clean-Up Replace Tile Missing Tile
 Remarks _____

WINDOWS Acceptable Clean Frame Clean Glass Adjust Hardware
 Remarks _____

PLUMBING Acceptable Clean Fixtures Replace Fixture Correct Leaks
 Remarks _____

HVAC Acceptable Clean Diffusers Correct Noise Adjust
 Remarks _____

ELECTRICAL Acceptable Clean Fixtures Clean Device Replace Lamps
 Remarks _____

EQUIPMENT Acceptable Clean-Up Final Connections
 Remarks _____

OTHER REMARKS: _____

